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02/14/1992 - EIU Offers Series of Spring Business Workshops

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FOR IMMEDIATE RELEASE:

EIU OFFERS SERIES OF SPRING BUSINESS WORKSHOPS

CHARLESTON, IL--In March, Eastern Illinois University's Business Development Center will offer six evening workshops focusing on personal and professional productivity.

All workshops will be held 6:30 to 9:30 p.m. in Eastern's Lumpkin Hall and are co-sponsored by the Charleston Area Chamber of Commerce and Mattoon Chamber of Commerce.

The series begins March 3 and 5 with "Introduction to Lotus 1-2-3" and "Fundamentals of Supervision: Motivating and Working with People."

The "Lotus" workshop is designed for those who have a basic knowledge of computer operations and will offer instruction on how to use formulas and functions of the Lotus computer system.

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The "Fundamentals of Supervision" workshop is intended for anyone who has less than five years of supervisory experience. It will provide problem solving techniques, steps to effective communication, and time management skills for effective leadership.

Owners and managers of small businesses who want to improve the quality of their work and personal life styles may be interested in "Skill Positioning: The Secret of Successful Small Business Managers," March 10 and 12. The instructor will stress the importance of positioning oneself for success by making effective use of time and skill.

"Discipline: A Developmental Process," March 12, is a seminar for managers who face situations where they need to apply disciplinary action. This session will help managers learn how to make positive opportunities out of negative experiences.

"Management Skills for Secretaries II," March 17 and 19, will offer daily techniques to help manage one's office relationships more effectively. It will include issues on personal productivity, teamwork and time management that can be used in the office every day.

The final workshop in this series, "Employee Involvement: Building Team Productivity," March 26, focuses on team productivity through an employee involvement program. It will offer teamwork skills to motivate employee commitment to success and increase customer satisfaction.

The fee is \$65 for one-day workshops and \$90 for two-day workshops, including all materials. Fees should be received no later than five days prior to each workshop.

Interested persons should call Nancy or Allen at the Business Development Center, 217/581-2913.